



Rowan Institute for Public Policy & Citizenship

College of Humanities & Social Sciences

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# RIPPAC Internship Guide – Summer 2024

Please complete and EMAIL to: **RIPPAC@rowan.edu**

Name of Company / Association / Organization  Mental Health Partnerships \_\_\_\_\_

Internship Coordinator  Debora King, MA, ATR-BC, LPC \_\_\_\_\_

Coordinator's Phone / Email  dking@mhphope.org, 267 505 3709 \_\_\_\_\_

Location of Main Office  833 Chestnut Street, Suite 1100, Philadelphia, PA \_\_\_\_\_

# of Summer 2024 Interns Accepted  2 \_\_\_\_\_

Where will the internship be done?

In the main office     Remotely (student works from home)     Combo At-home & In-Office

Dates / Length of Summer 2024 Internship  7 Weeks (Flexible Start Date) \_\_\_\_\_

Required Hours/Week  4 days/32 hrs Weekly \_\_\_\_\_

Is there some type of salary or stipend?  No    If so, how much?  Not Applicable \_\_\_\_\_

What is the application process? (Please include deadlines & other requirements. Feel free to attach additional pages)

Submit Resume/Cover Letter, Interview (virtual or in-person)

Deadline May 1st, 2024 \_\_\_\_\_

Intern work areas: Clerical  Research  Errands  Organizing

Please explain the work that will be required of the intern:

Introduction To Nonprofit And Government Affairs

Make An Impression: Outreaching To Elected Officials

How To Get Reporters To Bite: Nonprofit Communications Tips & Tricks

Not All Superheroes Wear Capes, Some Write Grants

Emmy Award for Outstanding Policy Series

Feel The Passion: Advocacy 101

Will there be opportunities for the intern to observe:

Internal strategy sessions?  Yes

Legislative sessions?  Yes   
 Yes

Committee hearings?

Is the intern expected to work evenings and weekends? If so, please explain.  No, hours will be from 9:00am to 5:00pm \_\_\_\_\_

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Do you have any suggestions for the applicants? *(Please use additional pages if necessary)*

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